

City of Chattanooga, TN
Personnel Class Specification

Class code 0997

FLSA: Non-Exempt

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise processing of Police Department financial information/documentation pertaining to budgets, accounts payables, tuition reimbursement, contracts, planning, special projects, or other financial activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates/conducts staff training.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Supervises preparation and implementation of annual operating, capital, and R&R budgets for the department; monitors expenditures for each account to ensure compliance with approved budget; analyzes budget performance and variances throughout the fiscal year.

Supervises accounts payable activities; oversees payment of purchase orders, warrant vouchers, and other payments required by the department; evaluates the appropriateness of payments; ensures expenditures are charged to appropriate budget accounts.

Supervises payment of departmental tuition reimbursement requisitions.

Coordinates or conducts special projects involving Police Department and its divisions; plans and coordinates project activities; assists in developing goals and objectives; monitors progress of ongoing and completed work; evaluates effectiveness of projects; prepares related reports and records.

Creates and modifies spreadsheets and files to facilitate department/division record keeping; designs/modifies spreadsheets for use by department cost centers.

Provides technical assistance to department staff in use of automated accounting/financial system.

Compiles and/or monitors various administrative and/or statistical data; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports; maintains records.

Prepares required reports and submits to appropriate agencies or individuals.

Prepares or completes various forms, reports, correspondence, budget documents, expenditure analyses, appropriation summary reports, performance evaluations, or other documents.

Receives various forms, reports, correspondence, purchase orders, warrant vouchers, invoices, budget summary reports, account balance reports, transaction ledger, timesheets, attendance records, policies, procedures, accounting principles, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial, e-mail, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Assists in monitoring department's inventory of equipment, supplies, forms, or other materials; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement items.

Oversees maintenance of department reports, files and records; prepares and sets up files; reviews, sorts and organizes documents to be filed; files documents in designated order; retrieves/replaces files; disposes of obsolete documentation; ensures retention of financial records in accordance with established laws/policies governing records retention.

Communicates with director, department managers, employees, other departments, city officials, banking personnel, vendors, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, sorting/distributing incoming mail, processing outgoing mail, or filing documentation.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Business Administration, or closely related field; supplemented by three (3) years previous experience and/or training that includes general accounting, budget administration, accounts payable, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April, 2000